

## GENERAL SERVICES DEPARTMENT



### MISSION STATEMENT:

To provide quality support services that meet customer needs and expectations in a timely and professional manner, utilizing the most efficient and cost effective practices.

The General Services Department (GSD) is committed to providing departments with quality service that focuses on value added reliability and enhanced customer satisfaction.

The Department's goal is to serve customers with professional, friendly, and prompt service that meets their expectations. GSD has launched a major effort to enhance the continued delivery of quality services to its customers. Each of the Department's divisions is committed to ensuring their mission and performance measures are met during the fiscal year.

**Administration Division:** Provides direction and support to all divisions within GSD. The primary focus is to assist GSD divisions to accomplish their primary objectives, to improve their overall performance and to create a work environment that motivates, fulfills and instills pride in all GSD employees.

**Purchasing Division:** Responsible for the timely procurement of supplies, equipment, services, the bidding of public works projects, and the disposal of surplus inventory. Purchasing also administers the Federal Disadvantaged Business Enterprise (DBE) Program for all Federally funded procurement and projects.

**Central Printing Division:** Provides prompt, convenient, and cost effective printing, copying, and mail courier services to all internal City customers.

**Facilities Management Division:** Provides quality maintenance and construction services that are timely and cost-effective to ensure that City facilities are efficiently maintained in a manner that allows our customers to best serve the public.



**Fleet Management Division:** Dedicated to providing customers with a comprehensive Fleet Management program that responsively fulfills vehicle and equipment needs through cost-effective and dedicated personal service. Fleet is also responsible for facilitating the purchase of vehicles that meet the needs of City departments in a timely and cost-effective manner.

**Communications Services Division:** Provides for the installation and maintenance of the City's telephones, mobile radios, portable two-way radios, base radio units, and other telecommunications equipment in City facilities. Communications acts as a single point of contact for the City to furnish and maintain cell phones and pagers from several outside service providers.



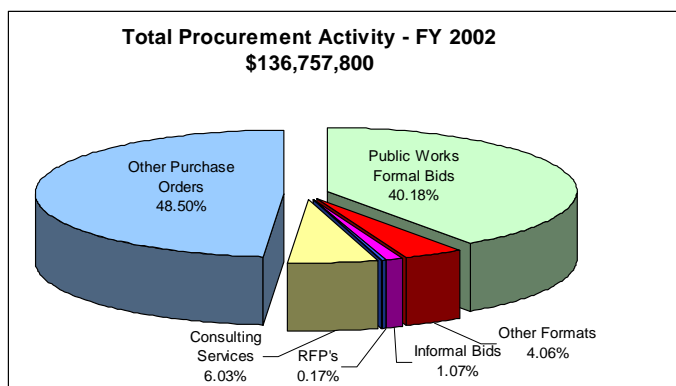
## FY 2002/2003 ACCOMPLISHMENTS

## Administration

- To plan and ensure the maintenance of essential services, the Business Plan format was developed for all GSD divisions. The Business Plan serves as the division's guide to meeting objectives and measuring performance.
- Developed Customer Service Brochures for all GSD divisions. The brochures provide pertinent service information and illustrate each division's competitiveness within the Fresno marketplace.
- Developed and issued the GSD newsletter three times annually to inform employees as well City customers about departmental news.
- Conducted the Department's first Kaizen (Continuous Improvement) Event for the Facilities Management Division. The event enabled staff to collaborate with employees from other departments in the evaluation of current cost accounting process and to define potential improvement solutions. Productivity improvements were proposed and are currently being implemented. Immediate changes reduced data input by 260 hours per year and other refinements identified during the event will save an additional 520 hours per year.

## Purchasing

- Essential services were improved by updating all standardized bidding documents (boilerplates) including added discount language to expand the universe of discounts available to the City. Measure A, approved by voters in March, 2002, was implemented by the Council and raises the threshold for formal bidding to \$50,000, authorizes a design/build process and provides new code provisions for alternate bidding.



## Central Printing

- The managed competition process, which engages the competitive spirit to find efficiencies and savings, is encouraged by the Mayor to ensure the provision of essential city services for the best value. Central Printing participated in a managed competition process with private firms to provide the City's copying and printing services. Vendor proposals were reviewed and the Central Printing Division was selected by the City Council as offering the best value for these services subject to targeted savings, including business card and letterhead standardization and relocation of the copying center from City Hall to the MSC. The targeted savings will reduce costs to Central Printing customers by an estimated range of \$117,000 to \$170,000 per year.



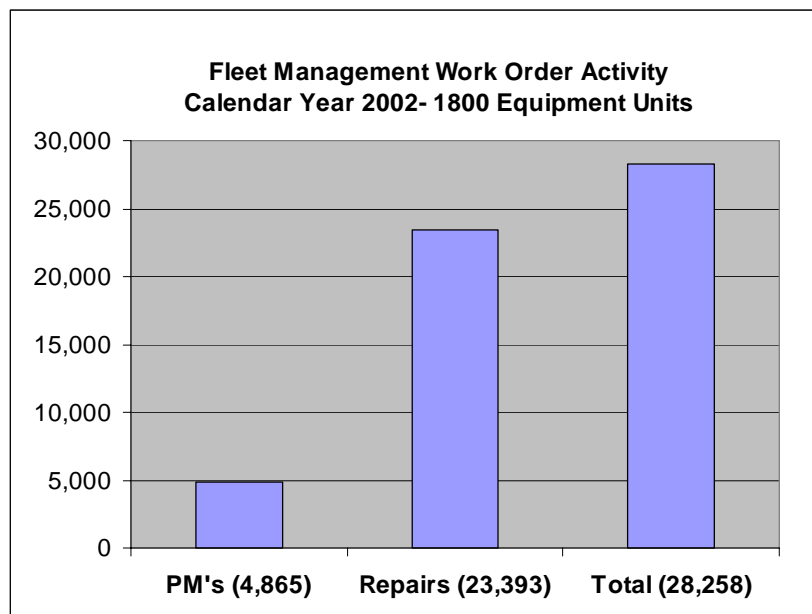
## FY 2002/2003 ACCOMPLISHMENTS

### Facilities Management

- The retrofitting of light fixtures was completed as directed within the FY 2003 budget. The retrofit will produce a minimum of 25 percent in energy cost savings, which supports the City's commitment to the environment and energy conservation.
- Completed the installation of the Fresno City Hall Security Camera System.
- Leased and remodeled the replacement City of Fresno Records Storage Facility.
- Completed over \$1.8 million in Special Projects.

### Fleet Management

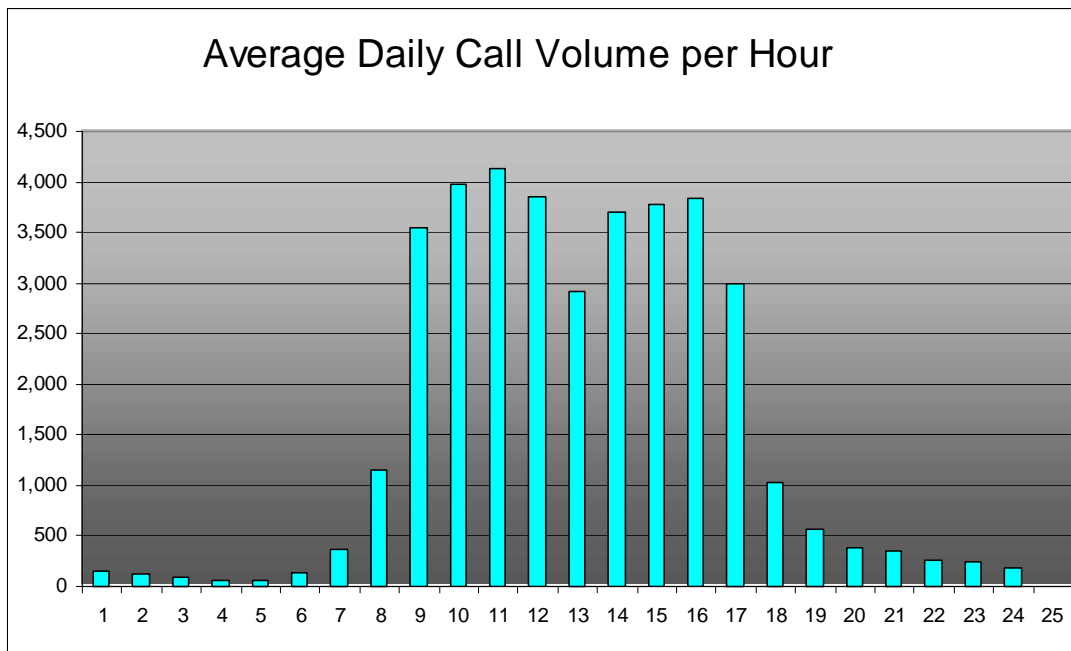
- In support of the Mayor's efforts to implement "Best Business Practices" within the City, the Division was featured in the U.S. Conference of Mayor's weekly publication as a best practice case study. The article was entitled "City of Fresno Fleet Management's Philosophy: 'Run It Like You Own It' Results In Competitive Pricing and National Recognition."
- In an effort to support the Mayor's commitment to education and the enrichment of neighborhoods, the Fleet Division partnered with the Parks Department, Mayors Office of Education and Fresno Unified School District to design and build a Mobile Science Lab capable of transporting science learning tools and equipment to local schools and non-school settings such as parks, playgrounds, and apartment complexes.
- Received the National Institute for Automobile Services Excellence (ASE) Blue Seal of Excellence Award Recognition. Fresno's Fleet Management unit is one of only three in U.S. cities with a population over 350,000 to be recognized with this award.
- A Mobile Command Unit that provides the Police Department with a mobile command vehicle capable of helicopter video downlink, satellite communications, vehicle locator system, and a 360-degree video surveillance camera for enhanced scene assessment and security was procured and placed into service.



## FY 2002/2003 ACCOMPLISHMENTS

## Communications Services

- To more effectively provide essential services at a better value, the installation of the City of Fresno telephone system was completed. In a recent survey, 95 percent of respondents positively rated city staff follow-up and telephone system installation.
- Phone-on-Hold service was implemented to provide citizens with valuable City of Fresno news and information while “on-hold” when phoning City Hall. The information is updated two to three times per year.





## FY 2003/2004 ISSUES

**Administration**

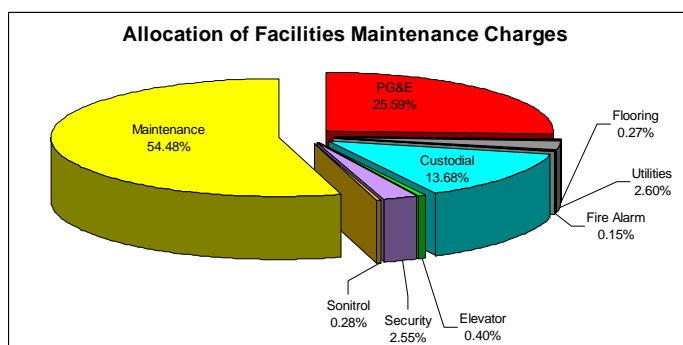
- Facing the economic challenges of the F Y 2004 budget, the Administration Division will assist GSD divisions to develop plans and strategies to provide superior service to our customers that keep the city moving forward.

**Purchasing**

- Central Printing will focus on implementing recommendations of the Managed Competition Selection Committee to provide the City with the best value for copying and printing services.
- GSD will explore the feasibility of implementing a Central Printing Capital Acquisition Program as recommended by the Managed Competition Selection Committee.

**Facilities Management**

- Deferred maintenance of City facilities will continue to present challenges in FY 2004. Long range planning and the provision of resources will be needed for effective maintenance.
- The Facilities Management Division's fund balance has had a deficit balance in excess of five years. GSD is developing a plan to reduce the deficit over the next four years.



- Overcrowding and safety continue to be issues at the Municipal Service Center. Due to the shortage of parking spaces, city vehicles must park in drive lanes and access roads creating a significant safety hazard. A proposed solution would be to relocate divisions such as Streets & Solid Waste to a 28 acre site at Belmont and Marks which was purchased three years ago. Debt funding would be required to develop the land into a functional facility. The debt payment would be recovered by charging the new tenants a rental fee.

**Communications Services**

- In partnership with City customers, the utilization of the new PBX system will be optimized by identifying efficiency and cost savings opportunities through usage analysis.

**Fleet Management**

- To meet the desired objective of reduced vehicle emissions, the Division plans to continue to procure liquid natural gas (LNG) powered refuse trucks; particulate-filtered diesel-powered vehicles; and ultra-low emission light duty vehicles to lower emissions by 60-80 percent below the current levels associated with the performance of City services. The bulk of the reductions, for both ozone and particulate matter emissions, will be achieved as new LNG refuse trucks are purchased and placed into service. A new natural gas fuel facility is planned in a joint venture with Fresno Area Express (FAX). Shop modifications to comply with fire codes will be completed prior to the arrival of the new natural gas refuse trucks.

## FY 2003/2004 ISSUES

Fleet Maintenance Vehicle Replacement Program Five Year Equipment Replacement Projection						
Vehicle/ Equipment	2004	2005	2006	2007	2008	Average
Refuse Trucks	\$ 2,405,500	\$1,841,056	\$ 2,197,144	\$ 2,137,671	\$ 2,818,113	\$ 2,279,897
Construction Equipment	1,736,000	1,153,874	1,217,533	1,583,939	1,729,304	1,484,130
Light Equipment	878,000	1,896,571	1,830,720	1,359,309	1,440,868	1,481,094
Police Department	188,000	207,794	900,656	1,777,156	1,347,338	884,189
<b>Total</b>	<b>\$ 5,207,500</b>	<b>\$5,099,295</b>	<b>\$ 6,146,053</b>	<b>\$ 6,858,075</b>	<b>\$ 7,335,623</b>	<b>\$ 6,129,310</b>

Actual Cost of All Equipment: \$60 Million

Replacement Cost of All Equipment: \$77 Million

The Fleet Management Division administers the Fleet Replacement Program. In FY 2002, Fleet used both lease purchase and cash replacement programs. The cash replacement program works by collecting the value of the vehicle over the vehicle's useful life. The programs reserves are then used to purchase the replacement for that vehicle.

The program effectively manages the City's fleet pool by providing a long-range plan to address future vehicle needs. The primary advantage is that the City is earning interest on the replacement program instead of paying interest to an outside party. Other advantages include a more adjustable purchase schedule based upon extending the vehicle's useful life, a more stable payment schedule, and the fact that the City immediately owns the vehicle on the day of purchase. The program schedules vehicle replacements based on industry benchmarks. (See chart/graph on next page).

Fleet started converting Police vehicles from a lease purchase program to a cash replacement program in FY 2002. It is anticipated that all Police vehicles will be in the cash replacement program by FY 2006. For vehicles with longer useful lives, such as fire engines, lease purchase is the preferred option.

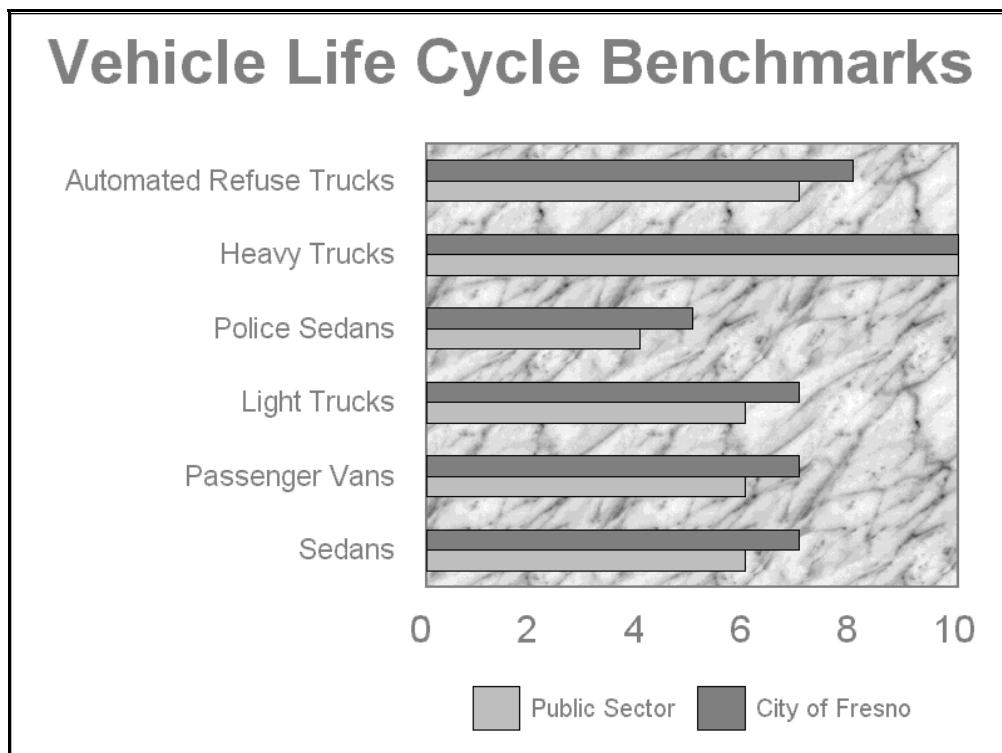


#### Example:

A vehicle costing \$18,000 and having a useful life of three years, would cost the department \$6,000 a year for three years. The difference that would exist between the amount collected and the actual purchase price of the vehicle would be made up by interest earnings on the amounts paid by the department.

## FY 2003/2004 ISSUES

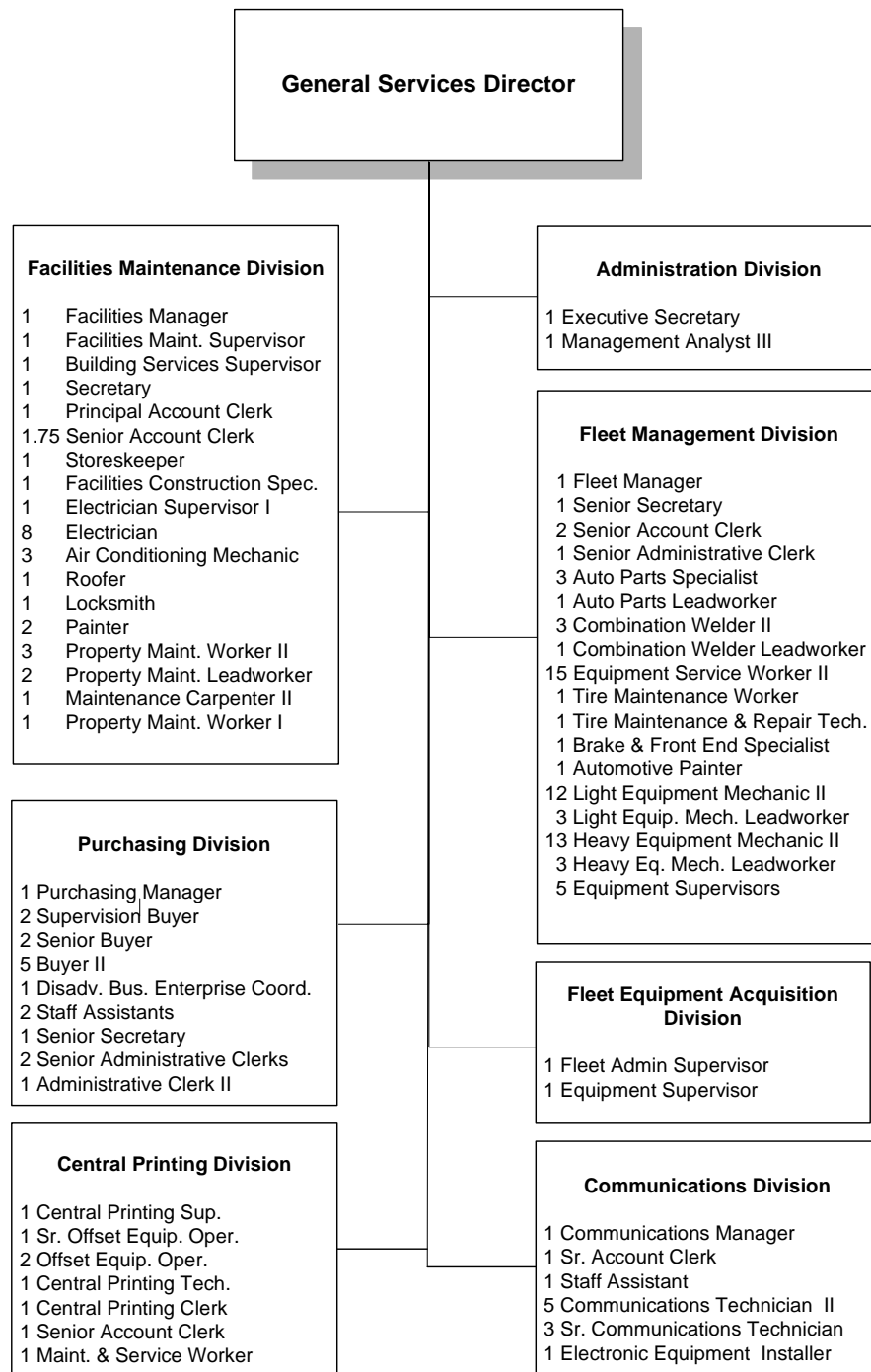
Vehicle Life Cycle Benchmarks		
Vehicle Type	Public Sector	Fresno
Sedans	6	7
Passenger Vans	6	7
Light Trucks	6	7
Police Sedans	4	5
Heavy Trucks	10	10
Automated Refuse Trucks	7	8



## Sources:

Automotive Fleet, May 2000, p. 38: "Most Cited Written Replacement Policies"  
 Vehicle Remarketing Directory, p. 90: "Utility and Public Fleet Service Have Longest Life Cycles"  
 State of Oregon Vehicle Replacement Statement  
 State of Washington Vehicle Replacement Cycle  
 General Services Administration Greater Southwestern & Rocky Mountain Regional Bulletin, Oct 1, 1996  
 Transportation Consultants, Inc., "State of Texas Report on Statewide Fleet Management," 3/8/00, p.17  
 Texas Department of Criminal Justice Policy #03.06, 10/22/97  
 Railroad Commission of Texas Vehicle Replacement Policy, p. 12, "Guidelines, Vehicle Operation"  
 General Services Commission Vehicle Replacement Policy SS-66.8 9/30/98  
 Texas Department of Transportation Equipment Replacement Model (TERM)  
 Heavy Duty truck replacement criteria is from survey of other public agencies.

## ORGANIZATION CHART - FY 2004



138.00 Permanent Full-Time Positions  
3.75 Temporary Full-Time Equivalents  
141.75 Authorized Positions

## AUTHORIZED POSITIONS SUMMARY

<b>DIVISION</b>	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>
Administration Division	0.00	3.00	3.00
Purchasing Division	18.10	17.00	17.00
Central Printing Division	9.00	9.00	8.00
Facilities Management Division	29.84	31.00	31.75
Fleet Management Division	69.00	68.00	68.00
Fleet Equipment Acquisition Division	2.00	2.00	2.00
Communications Services Division	12.00	12.75	12.00
<b>TOTAL</b>	<b>139.94</b>	<b>142.75</b>	<b>141.75</b>

## AUTHORIZED POSITIONS

<b><u>Administration Division</u></b>	<b>Authorized Positions</b>		<b>Budgeted Positions</b>
<b><u>Title</u></b>	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>
<b>PERMANENT FULL-TIME</b>			
Director of General Services	0.00	1.00	1.00
Executive Secretary	0.00	1.00	1.00
Management Analyst II	0.00	1.00	1.00
<b>Full-Time Total</b>	<b>0.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Division Total</b>	<b>0.00</b>	<b>3.00</b>	<b>3.00</b>
<b><u>Purchasing Division</u></b>			
<b><u>Title</u></b>			
<b>PERMANENT FULL-TIME</b>			
Administrative Clerk II	1.00	1.00	1.00
Buyer I	0.00	1.00	0.00
Buyer II	4.00	4.00	5.00
DBE/Small Business Coordinator	1.00	1.00	1.00
Purchasing Manager	1.00	1.00	1.00
Senior Administrative Clerk	2.00	2.00	2.00
Senior Buyer	3.00	2.00	2.00
Senior Secretary	1.00	1.00	1.00
Staff Assistant	2.00	2.00	2.00
Supervising Buyer	2.00	2.00	2.00
<b>Full-Time Total</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
<b>TEMPORARY WAGES</b>			
Account Clerk II	0.33	0.00	0.00
Student Aide II	0.77	0.00	0.00
<b>FTE Total</b>	<b>1.10</b>	<b>0.00</b>	<b>0.00</b>
<b>Division Total</b>	<b>18.10</b>	<b>17.00</b>	<b>17.00</b>

<u>Central Printing Division</u>	Authorized Positions		Budgeted Positions
Title	FY 2002	FY 2003	FY 2004
<b>PERMANENT FULL-TIME</b>			
Central Printing Clerk	1.00	1.00	1.00
Central Printing Supervisor	1.00	1.00	1.00
Central Printing Technician	1.00	1.00	1.00
Maintenance & Service Worker	1.00	1.00	1.00
Offset Equipment Operator	3.00	3.00	2.00
Senior Account Clerk	1.00	1.00	1.00
Senior Offset Equip Operator	1.00	1.00	1.00
<b>Full-Time Total</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>
<b>Division Total</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>

<u>Facilities Management Division</u>	Authorized Positions		Budgeted Positions
Title	FY 2002	FY 2003	FY 2004
<b>PERMANENT FULL-TIME</b>			
Air Conditioning Mechanic	3.00	3.00	3.00
Building Services Supervisor	1.00	1.00	1.00
Electrician	6.00	6.00	6.00
Electrician Supervisor I	1.00	1.00	1.00
Facilities Const Specialist	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00
Facilities Manager	1.00	1.00	1.00
Laborer	1.00	0.00	0.00
Locksmith	1.00	1.00	1.00
Maintenance Carpenter II	1.00	1.00	1.00
Painter	2.00	2.00	2.00
Principal Account Clerk	1.00	1.00	1.00
Property Maintenance Leadworker	2.00	2.00	2.00
Property Maintenance Worker II	3.00	3.00	3.00
Roofer	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00
Storeskeeper	1.00	1.00	1.00
<b>Full-Time Total</b>	<b>29.00</b>	<b>28.00</b>	<b>28.00</b>

<b>TEMPORARY WAGES</b>				
Painter	0.00	0.75	0.00	
Property Maintenance Worker I	0.00	0.00	1.00	
Air Conditioning Mechanic	0.37	0.00	0.00	
Laborer	0.32	0.75	0.00	



<u>Facilities Management Division</u>		Authorized Positions		Budgeted Positions
Title	FY 2002	FY 2003	FY 2004	
Storekeeper	0.15	0.00	0.00	
Senior Account Clerk	0.00	0.75	0.75	
Electrician	0.00	0.75	2.00	
<b>FTE Total</b>	<b>0.84</b>	<b>3.00</b>	<b>3.75</b>	
<b>Division Total</b>	<b>29.84</b>	<b>31.00</b>	<b>31.75</b>	

**Fleet Management Division**

<u>Title</u>				
<b>PERMANENT FULL-TIME</b>				
Fleet Manager	1.00	1.00	1.00	
Administrative Clerk II	1.00	0.00	0.00	
Automotive Painter	1.00	1.00	1.00	
Automotive Parts Leadworker	1.00	1.00	1.00	
Automotive Parts Specialist	3.00	3.00	3.00	
Brake & Front End Specialist	1.00	1.00	1.00	
Combination Welder II	3.00	3.00	3.00	
Combination Welder Leadworker	1.00	1.00	1.00	
Equipment Service Worker II	15.00	15.00	15.00	
Equipment Supervisor	5.00	5.00	5.00	
Heavy Equip Mechanic Leadworker	3.00	3.00	3.00	
Heavy Equipment Mechanic II	14.00	13.00	13.00	
Light Equip Mechanic Leadworker	3.00	3.00	3.00	
Light Equipment Mechanic II	12.00	12.00	12.00	
Senior Administrative Clerk	0.00	1.00	1.00	
Senior Account Clerk	2.00	2.00	2.00	
Senior Secretary	1.00	1.00	1.00	
Tire Maintenance & Repair Technician	1.00	1.00	1.00	
Tire Maintenance Worker	1.00	1.00	1.00	
<b>Full-Time Total</b>	<b>69.00</b>	<b>68.00</b>	<b>68.00</b>	
<b>Division Total</b>	<b>69.00</b>	<b>68.00</b>	<b>68.00</b>	

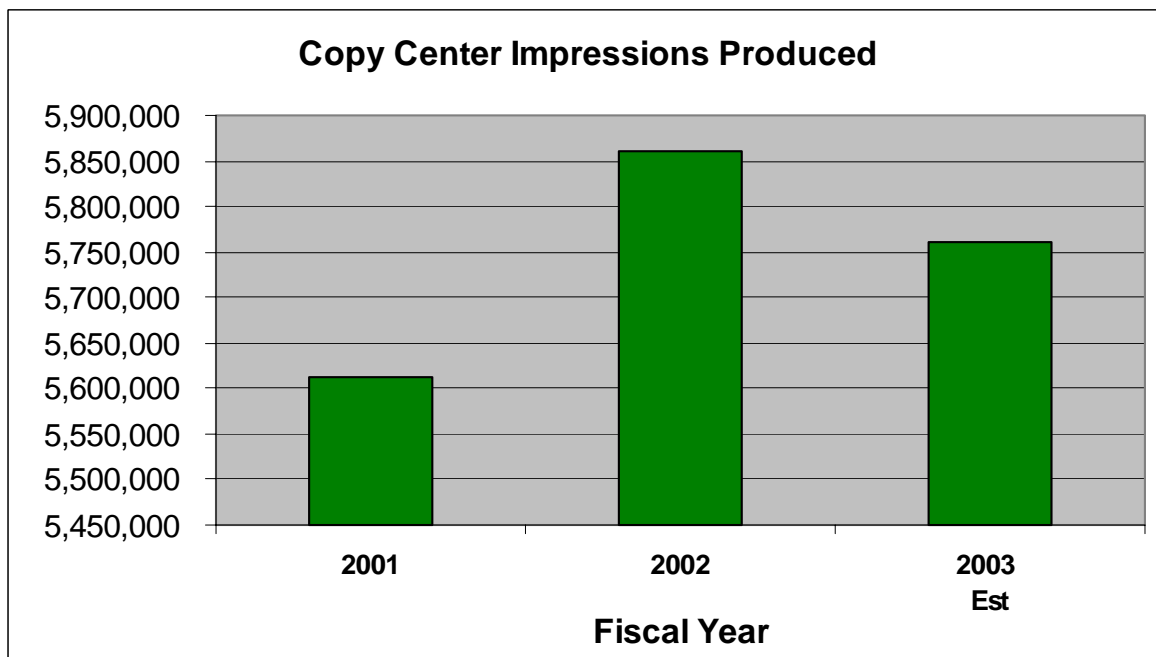
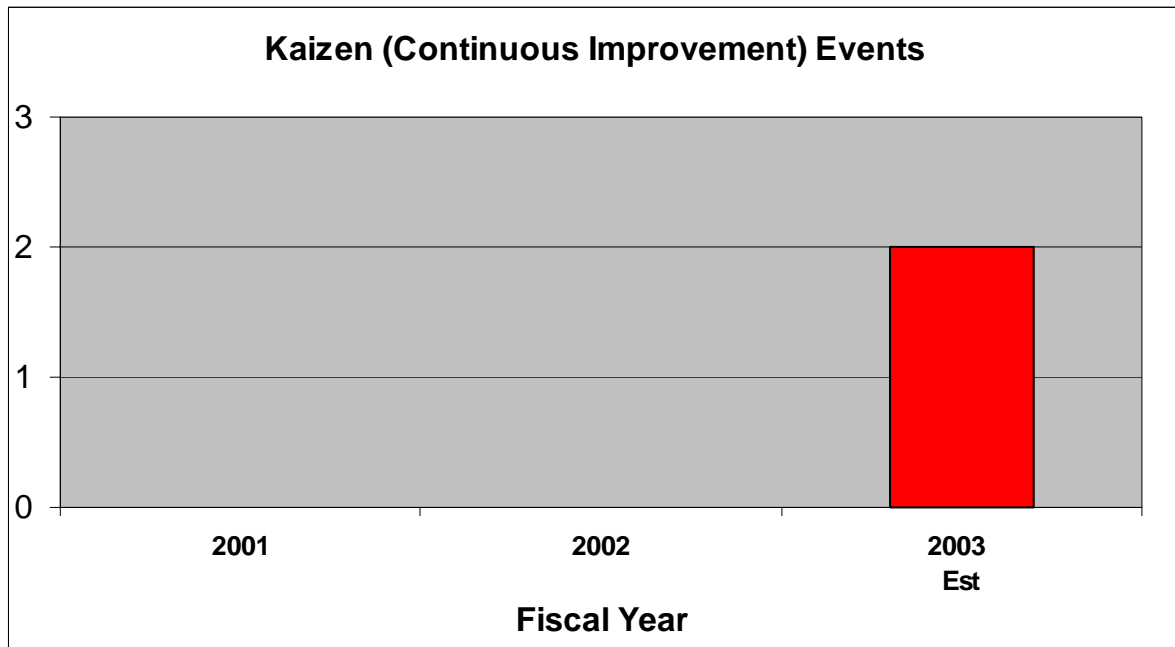
<u>Fleet Equip. Acquisition Division</u>	<u>Authorized Positions</u>		<u>Budgeted Positions</u>
<u>Title</u>	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>
<b>PERMANENT FULL-TIME</b>			
Equipment Supervisor	0.00	1.00	1.00
Fleet Administration Supervisor	1.00	1.00	1.00
Fleet Operations Specialist	1.00	0.00	0.00
<b>Full-Time Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Division Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**Communications Services Division**

Title			
PERMANENT FULL-TIME			
Communications Manager	1.00	1.00	1.00
Communications Technician II	5.00	5.00	5.00
Electronic Equipment Installer	1.00	1.00	1.00
Senior Administrative Clerk	1.00	1.00	1.00
Senior Communications Technician	3.00	3.00	3.00
Staff Assistant	1.00	1.00	1.00
Full-Time Total	12.00	12.00	12.00
TEMPORARY WAGES			
Account Clerk	0.00	0.75	0.00
FTE Total	0.00	0.75	0.00
Division Total	12.00	12.75	12.00



## ACTIVITY INDICATORS



## MANAGEMENT BY OBJECTIVE

## Administration Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Continuous efficiency improvements.	Hour savings per week as a result of Kaizen Events.	New	2

## Purchasing Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Streamline purchasing processes.	Turnaround time for formal bid specification review.	6	8
Maintain base of Disadvantaged Business enterprises (DBE) for Federal DBE Program.	Recertifications.	70	70

## Central Printing Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Process all mail expediently.	Mail handled.	650,000	610,000
Use new technology to reduce turn-around time, increase output, and contain costs.	Pages produced per month.	470,000	450,000
	Impressions per month.	480,000	480,000

## Facilities Management Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Maintain all City structures.	Number of facilities receiving roof preventative maintenance.	120	120
	Completion of special projects on schedule.	95%	95%

## MANAGEMENT BY OBJECTIVE

## Fleet Management Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Maximize vehicle availability.	Daily average percent of vehicles available for use.	97%	95%
Minimize operational impact of repair services.	Maximize operational efficiency and cost containment.	4,700 PM Services	4,500 PM Services

## Communications Services Division

MBO	Measure	Performance	
		FY 2003	FY 2004
Respond to requests for repairing existing equipment in an expedient manner.	Telephone system problems corrected within one business day.	New	90%



## UNFUNDED NEEDS

- In FY 2003, the Facilities Management Division and the Communications Division required budgeted temporary staff to process billings, payables, and related accounting work. A permanent Accounting Technician position would provide support to these Divisions and to a limited extent GSD Administration. This position would provide the skills to improve efficiencies and possess the ability to fully utilize the accounting technology available to the City.  
Cost: \$28,700.
- Replacement of the Council Recognition/Voting system is requested. The current system is no longer supported by the manufacturer. If the system should fail, the Council President would be faced with the disruption of the orderly flow of Council meetings. The present system uses antiquated PC286 technology. If a catastrophic failure occurs, several months without the system may occur until a new system could be procured and installed.  
Cost: \$71,000





## BUDGET COMMENTS

- The Fleet Management Division is taking a proactive approach in reducing vehicle emissions in order to meet pending rules established by the California Air Resources Board and The San Joaquin Valley Air Pollution Control District. The Division is leading the City in meeting the lower emission standards by monitoring and evaluating the feasibility of alternative fuel engines.

Currently, the City's fleet includes 48 "Clean Air" vehicles (i.e., 27 Electric, 13 Natural Gas, 5 Propane, 2 Diesel Particulate Filter, and 1 Gasoline-Electric). The Division has ordered 30 Liquid Natural Gas (LNG) refuse trucks. Two LNG refuse trucks were delivered on September 15, 2003, and 28 additional LNG refuse trucks thereafter. LNG refuse trucks meet low emission standards, are widely available, provide equal range and payload to diesel trucks, and have lower fuel costs. Market prices for LNG fuel is lower than diesel fuel by 18 percent (annual contract) and by 1 percent (multi-year fixed contracts).

- Maintenance and improvements for the Municipal Service Center (MSC) is budgeted at \$250,000. The center requires re-roofing, re-painting, welding, and re-pavement of infrastructure totaling \$220,000. Two buildings within the complex have the original roof and paint that dates back to 1976.
  - ▶ The remainder of the project totaling \$30,000 is committed to installing gas usage meters and water isolation valves. The meters will assist in isolating energy efficiency issues. The isolation valves will maintain water flow within the complex while a segment of the water line is worked on due to breaks or remodels.
- The budget for the Facilities Division includes \$136,300 for contract help in order to support preventive maintenance projects.
- The FY 2004 budget for the Communications Division includes \$16,700 to upgrade the sound system and rear projection television in the City Council Chambers. The sound system will be equipped with a telephone line interface that will provide a "Call In" function. The current rear projection television (over 11 years in service) is budgeted to be replaced with a model that will provide more than five times the brightness.



## DEPARTMENT FUNDING BY SOURCE

Fund	FY 2001 Actuals	FY 2002 Actuals	FY 2003 Adopted	FY 2004 Proposed	FY 2004 Adopted
General Services Administration \$	0 \$	0 \$	234,700 \$	287,500 \$	287,500
Purchasing ISF	1,453,752	1,491,133	1,441,900	1,368,900	1,368,900
Central Printing ISF	1,687,698	1,726,870	1,636,800	1,539,500	1,539,500
Fleet Operating ISF	13,705,118	15,837,738	16,110,100	15,877,100	15,877,100
Fleet Replacement ISF	13,847,486	19,154,618	19,278,100	20,452,500	20,452,500
Facilities Management ISF	5,284,210	4,617,322	4,423,800	4,903,400	4,903,400
Special Project's & Capital	0	2,585,335	1,463,100	663,300	663,300
Muni Service Center ISF	1,895,060	2,044,208	1,570,100	1,106,900	1,106,900
City Hall Refinancing Debt Svc	0	3,140,623	3,371,000	3,373,600	3,373,600
Communication Services	3,861,577	3,590,476	3,195,700	3,375,600	3,392,300
<b>TOTAL \$</b>	<b>41,734,901 \$</b>	<b>54,188,323 \$</b>	<b>52,725,300 \$</b>	<b>52,948,300 \$</b>	<b>52,965,000</b>

## DEPARTMENT SUMMARY APPROPRIATIONS

Expenditures	FY 2001 Actuals	FY 2002 Actuals	FY 2003 Adopted	FY 2004 Proposed	FY 2004 Adopted
General Services Administration \$	0 \$	0 \$	234,900 \$	278,600 \$	278,600
Purchasing	1,193,134	1,263,334	1,404,900	1,337,600	1,337,600
Central Printing	1,459,604	1,452,129	1,557,700	1,482,100	1,482,100
Fleet Management	12,403,528	11,994,490	15,222,400	15,242,700	15,242,700
Fleet Equipment Acquisition	5,459,470	6,057,500	8,485,400	8,799,300	8,799,300
Facilities Management	5,490,906	4,992,726	5,289,600	5,667,800	5,667,800
Special Project's & Capital	0	1,365,181	1,463,200	663,100	663,100
Municipal Service Center	879,593	840,434	1,569,900	549,900	549,900
City Hall Refin Debt Services	0	3,138,172	3,371,000	3,369,000	3,369,000
Communications Services	3,532,176	3,325,823	3,234,000	3,364,100	3,380,800
<b>TOTAL \$</b>	<b>30,418,411 \$</b>	<b>34,429,789 \$</b>	<b>41,833,000 \$</b>	<b>40,754,200 \$</b>	<b>40,770,900</b>



**General Services Department****DIVISION: 530100 General Services Administration Division****FUND: 50108 GSD Administration**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>						
51101	Permanent Salaries	0	0	184,500	204,600	204,600
51102	Fringe	0	0	22,900	22,500	22,500
52302	Gen Svc Pens Oblig Bnd Dbt Svc	0	0	0	6,100	6,100
52401	Education	0	0	5,000	0	0
52901	Recurring Vehicle Allowance	0	0	3,600	5,800	5,800
	<b>Total Personnel Services</b>	<b>0</b>	<b>0</b>	<b>216,000</b>	<b>239,000</b>	<b>239,000</b>
<b>NON PERSONNEL SERVICES</b>						
53402	Specialized Services /Tech	0	0	5,000	2,600	2,600
55801	Training	0	0	0	1,000	1,000
55803	Travel & Conference	0	0	7,200	3,000	3,000
55804	Misc. Subsistence Expense	0	0	0	100	100
56107	Office Supplies	0	0	0	4,000	4,000
58005	Miscellaneous Expenditures	0	0	5,500	500	500
58016	Membership & Dues	0	0	500	200	200
58017	Subscriptions & Publications	0	0	500	500	500
59102	City Attorney-Variable Charge	0	0	0	3,800	3,800
59103	Variable Charges-Budget (BMSD)	0	0	0	200	200
59107	Training Unit Charges HR	0	0	200	200	200
59109	Variable Charges For Finance	0	0	0	400	400
59201	Fixed Interdept Reimb-Gen Fund	0	0	0	500	500
59301	Municipal Service Center Rent	0	0	0	0	0
59302	Info Systems Service Charge	0	0	0	6,100	6,100
59303	Info Systems Equip Charge	0	0	0	4,600	4,600
59306	Chgs For Msngr/Mail/Copier Svc	0	0	0	900	900
59307	Charges For Telephone Service	0	0	0	2,700	2,700
59309	Facilities Management Charges	0	0	0	8,300	8,300
	<b>Non Personnel Services</b>	<b>0</b>	<b>0</b>	<b>18,900</b>	<b>39,600</b>	<b>39,600</b>
	<b>FUND TOTAL</b>	<b>0</b>	<b>0</b>	<b>234,900</b>	<b>278,600</b>	<b>278,600</b>

**General Services Department****DIVISION: 530200 Purchasing Division****FUND: 50107 Purchasing ISF**

Account Number Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>					
51101 Permanent Salaries	630,418	727,147	786,200	803,500	803,500
51102 Fringe	87,697	106,474	115,200	115,600	115,600
51103 Employee Leave Payoff	300	5,639	2,400	3,700	3,700
51201 Non-Permanent Salaries	67,063	19,090	0	0	0
51202 Non-Permanent Fringe	5,158	1,472	0	0	0
51301 Overtime	2,607	397	600	0	0
51401 Premium Pay	6,080	1,000	3,000	1,000	1,000
51501 Contract Extra Help	6,620	0	400	0	0
52302 Gen Svc Pens Oblig Bnd Dbt Svc	55,731	13,027	39,000	34,700	34,700
52401 Education	0	0	0	200	200
52601 Worker's Compensation	12,600	7,200	7,900	4,600	4,600
52901 Recurring Vehicle Allowance	1,026	1,220	1,700	1,700	1,700
<b>Total Personnel Services</b>	<b>875,300</b>	<b>882,666</b>	<b>956,400</b>	<b>965,000</b>	<b>965,000</b>
<b>NON PERSONNEL SERVICES</b>					
53302 Prof Svcs/Consulting - Outside	170	1,118	0	0	0
53303 Public Relations & Information	17,372	20,532	18,000	17,800	17,800
53402 Specialized Services /Tech	160	64	0	0	0
54303 Service Contracts--Office Equip	465	421	400	400	400
54305 O/S Repair & Maint.--Equipment	0	0	100	100	100
54421 Equipment Rentals--Ex Office	0	60	0	0	0
55501 Printing & Binding--O/S Vendor	0	0	100	100	100
55801 Training	1,731	1,744	4,100	4,200	4,200
55803 Travel & Conference	6,674	1,575	1,900	1,900	1,900
55804 Misc. Subsistence Expense	0	262	0	0	0
55805 Mileage Reimbursement-Nonrecur	275	147	0	0	0
56102 Office Equipment--Under 300	408	1,312	100	100	100
56106 Postage	9,460	6,153	6,700	6,700	6,700
56107 Office Supplies	4,605	5,337	4,600	4,700	4,700
56110 Computer Software	278	667	0	0	0
56116 Materials & Parts--Equipment	0	108	0	0	0
57411 New Machinery & Equipment	513	827	0	0	0
57412 Replacement Machinery & Equip	0	11,500	0	0	0
57431 Furniture & Fixtures	1,282	0	0	0	0
58005 Miscellaneous Expenditures	6	1,000	800	600	600
58016 Membership & Dues	585	1,217	2,100	2,100	2,100
58017 Subscriptions & Publications	1,077	1,212	400	500	500
59102 City Attorney-Variable Charge	17,492	18,583	26,200	15,000	15,000
59103 Variable Charges-Budget (BMSD)	3,800	3,600	3,700	2,900	2,900
59104 Variable Charges From DAS Adm	19,700	32,900	48,100	48,100	48,100
59105 Purchasing - Variable Charge	121	111	200	200	200
59106 Variable Charges For HR-Oper	10,420	8,488	10,800	10,800	10,800
59107 Training Unit Charges HR	0	0	1,500	1,500	1,500
59109 Variable Charges For Finance	8,287	7,900	8,600	8,600	8,600
59114 Internal Audit Var Chgs	1,800	1,800	1,200	700	700
59201 Fixed Interdept Reimb-Gen Fund	31,900	67,300	77,700	54,300	54,300
59301 Municipal Service Center Rent	19,200	19,200	19,200	19,200	19,200

**General Services Department****DIVISION: 530200 Purchasing Division****FUND: 50107 Purchasing ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
59302	Info Systems Service Charge	31,800	29,700	26,900	29,500	29,500
59303	Info Systems Equip Charge	35,279	31,287	27,200	24,900	24,900
59304	Property Self-Insurance Chgs	200	200	200	200	200
59305	Liability Self-Insurance Chgs	1,200	1,000	1,300	1,200	1,200
59306	Chgs For Msngr/Mail/Copier Svc	22,499	22,602	24,900	20,400	20,400
59307	Charges For Telephone Service	9,270	8,433	7,300	11,200	11,200
59309	Facilities Management Charges	59,600	72,300	84,100	84,600	84,600
59312	Fleet Services Charge	105	8	0	0	0
59315	Employee/Visitor Prking Perm	100	0	100	100	100
	<b>Non Personnel Services</b>	<b>317,834</b>	<b>380,668</b>	<b>408,500</b>	<b>372,600</b>	<b>372,600</b>
<b>CONTINGENCY</b>						
61001	Contingency/Reserve	0	0	40,000	0	0
	<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>
	<b>FUND TOTAL</b>	<b>1,193,134</b>	<b>1,263,334</b>	<b>1,404,900</b>	<b>1,337,600</b>	<b>1,337,600</b>

**General Services Department****DIVISION: 530300 Central Printing Division****FUND: 52001 Central Services ISF**

Account Number Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>					
51101 Permanent Salaries	285,473	303,450	307,100	271,700	271,700
51102 Fringe	54,183	58,411	57,800	51,700	51,700
51103 Employee Leave Payoff	3,200	4,889	8,100	6,300	6,300
51301 Overtime	7,200	7,492	6,000	6,000	6,000
52302 Gen Svc Pens Oblig Bnd Dbt Svc	28,252	6,604	19,800	18,300	18,300
52601 Worker's Compensation	31,100	42,900	47,600	81,400	81,400
52901 Recurring Vehicle Allowance	54	138	0	0	0
<b>Total Personnel Services</b>	<b>409,462</b>	<b>423,884</b>	<b>446,400</b>	<b>435,400</b>	<b>435,400</b>
<b>NON PERSONNEL SERVICES</b>					
53302 Prof Svcs/Consulting - Outside	90	103	0	0	0
53303 Public Relations & Information	104	0	0	0	0
53401 Hazardous Waste Management	3,493	2,246	4,000	5,000	5,000
53402 Specialized Services /Tech	6,125	8,768	12,800	12,800	12,800
54301 O/S Repair, Maint & Serv- Bldg	0	0	300	300	300
54303 Service Contracts-Office Equip	202,492	185,351	215,900	218,400	218,400
54305 O/S Repair & Maint--Equipment	0	0	1,200	1,000	1,000
55501 Printing & Binding--O/S Vendor	47,144	47,147	40,000	40,000	40,000
55801 Training	128	0	1,400	1,000	1,000
55803 Travel & Conference	781	289	1,000	700	700
56101 Clothing & Personal Supplies	155	201	0	200	200
56102 Office Equipment--Under 300	300	5	100	100	100
56104 Freight	0	5	0	0	0
56105 Small Tools For Field Oper	0	6	0	0	0
56106 Postage	151,265	161,158	162,100	182,100	182,100
56107 Office Supplies	2,900	2,969	4,900	4,200	4,200
56109 Office Equipment Rentals	2,673	7,053	3,600	3,100	3,100
56110 Computer Software	385	385	500	500	500
56111 Spec Operating Materials	305	0	0	0	0
56116 Materials & Parts--Equipment	5,174	1,190	6,700	6,400	6,400
56121 Inventory	209,215	226,252	218,900	229,600	229,600
57411 New Machinery & Equipment	0	5,268	0	0	0
57412 Replacement Machinery & Equip	57,714	43,058	0	0	0
57414 Lease/Purchase-Equipment	123,570	113,489	121,200	84,000	84,000
58005 Miscellaneous Expenditures	0	12	0	0	0
59102 City Attorney-Variable Charge	24	180	200	0	0
59103 Variable Charges-Budget (BMSD)	5,462	3,700	3,700	2,800	2,800
59104 Variable Charges From DAS Adm	14,400	13,900	20,900	20,900	20,900
59105 Purchasing - Variable Charge	11,799	8,157	18,900	18,900	18,900
59106 Variable Charges For HR-Oper	2,546	6,200	8,700	8,700	8,700
59107 Training Unit Charges HR	0	0	800	800	800
59109 Variable Charges For Finance	4,915	5,100	5,600	5,600	5,600
59112 Var Interdept Reimb To Enterpr	467	0	200	200	200
59114 Internal Audit Var Chgs	2,200	2,300	1,600	1,000	1,000
59201 Fixed Interdept Reimb-Gen Fund	1,700	0	1,700	5,300	5,300
59301 Municipal Service Center Rent	16,600	16,600	16,600	16,600	16,600
59302 Info Systems Service Charge	21,900	15,700	13,800	15,100	15,100



**General Services Department****DIVISION: 530300 Central Printing Division****FUND: 52001 Central Services ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
59303	Info Systems Equip Charge	24,000	13,611	13,500	12,400	12,400
59304	Property Self-Insurance Chgs	500	300	300	300	300
59305	Liability Self-Insurance Chgs	400	400	400	300	300
59307	Charges For Telephone Service	3,486	3,506	3,700	2,600	2,600
59309	Facilities Management Charges	63,600	72,800	83,300	83,800	83,800
59311	Fleet Depreciation Charge	856	0	0	0	0
59312	Fleet Services Charge	5,604	7,555	4,500	3,700	3,700
59314	City Hall Rent	55,670	53,281	58,300	58,300	58,300
	<b>Non Personnel Services</b>	<b>1,050,142</b>	<b>1,028,245</b>	<b>1,051,300</b>	<b>1,046,700</b>	<b>1,046,700</b>
<b>CONTINGENCY</b>						
61001	Contingency/Reserve	0	0	60,000	0	0
	<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>0</b>
	<b>FUND TOTAL</b>	<b>1,459,604</b>	<b>1,452,129</b>	<b>1,557,700</b>	<b>1,482,100</b>	<b>1,482,100</b>

**General Services Department****DIVISION: 530400 Fleet Management Division****FUND: 50501 Fleet Operating ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>						
51101	Permanent Salaries	2,458,963	2,471,489	2,755,200	2,846,900	2,846,900
51102	Fringe	379,654	380,519	401,300	427,600	427,600
51103	Employee Leave Payoff	11,771	51,451	41,300	39,200	39,200
51201	Non-Permanent Salaries	7,878	0	0	0	0
51202	Non-Permanent Fringe	608	0	0	0	0
51301	Overtime	24,503	44,153	76,000	76,000	76,000
51401	Premium Pay	65,412	64,528	68,000	70,000	70,000
51404	Employee Awards	0	203	0	0	0
51501	Contract Extra Help	72,714	64,796	53,400	55,000	55,000
52302	Gen Svc Pens Oblig Bnd Dbt Svc	253,113	59,168	176,900	136,900	136,900
52401	Education	0	0	500	500	500
52601	Worker's Compensation	176,300	185,700	205,900	316,000	316,000
52901	Recurring Vehicle Allowance	2,520	2,403	3,900	3,900	3,900
	<b>Total Personnel Services</b>	<b>3,453,436</b>	<b>3,324,410</b>	<b>3,782,400</b>	<b>3,972,000</b>	<b>3,972,000</b>
<b>NON PERSONNEL SERVICES</b>						
53302	Prof Svcs/Consulting - Outside	1,857	22,274	5,000	5,000	5,000
53303	Public Relations & Information	0	275	600	600	600
53401	Hazardous Waste Management	184,604	67,051	95,000	95,000	95,000
53402	Specialized Services /Tech	126	197	10,000	10,000	10,000
54101	Utilities	0	0	0	21,800	21,800
54301	O/S Repair, Maint & Serv- Bldg	307	8,311	12,000	12,000	12,000
54303	Service Contracts--Office Equip	425	398	400	400	400
54304	O/S Repair & Maint.--Vehicles	1,033,610	949,827	1,289,700	1,316,000	1,316,000
54305	O/S Repair & Maint.--Equipment	41,953	101,731	41,500	41,500	41,500
54421	Equipment Rentals--Ex Office	473,504	352,804	324,100	352,100	352,100
55501	Printing & Binding--O/S Vendor	0	0	1,000	500	500
55801	Training	12,322	15,936	20,600	21,200	21,200
55802	Council Expenses Allowance	0	51	0	0	0
55803	Travel & Conference	4,395	3,299	2,500	2,600	2,600
55804	Misc. Subsistence Expense	684	335	200	200	200
56101	Clothing & Personal Supplies	20,155	19,059	14,500	14,500	14,500
56102	Office Equipment--Under 300	1,835	1,056	1,600	1,600	1,600
56104	Freight	800	13,664	9,300	9,300	9,300
56105	Small Tools For Field Oper	20,705	9,656	13,100	13,100	13,100
56106	Postage	596	1,441	300	300	300
56107	Office Supplies	11,890	9,847	6,800	6,700	6,700
56108	Photographic Supplies & Proc	1,279	897	2,300	2,300	2,300
56109	Office Equipment Rentals	0	0	500	500	500
56110	Computer Software	0	1,618	0	0	0
56112	Cleaning & Janitorial Supplies	1,726	3,041	5,400	4,900	4,900
56115	Materials & Parts--Vehicles	455,223	795,587	795,600	795,600	795,600
56116	Materials & Parts--Equipment	4	14,634	10,400	10,400	10,400
56120	Athletic & Recreation	27	0	0	0	0
56121	Inventory	2,031,124	1,949,807	3,063,000	3,091,400	3,091,400
56240	Oils & Lubricants	85,003	90,457	104,700	104,200	104,200
56260	Gasoline	3,345,328	2,820,149	4,175,100	4,031,100	4,031,100

**General Services Department****DIVISION: 530400 Fleet Management Division****FUND: 50501 Fleet Operating ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
57411	New Machinery & Equipment	8,417	28,145	37,500	18,700	18,700
57412	Replacement Machinery & Equip	11,191	17,342	21,100	5,800	5,800
57421	New Vehicle Acquisition	-28	0	0	0	0
58004	Special Projects	31	0	0	0	0
58005	Miscellaneous Expenditures	13,459	8,842	6,300	6,300	6,300
58009	Vehicle Accident Repair--Fleet	250,957	364,023	300,000	290,000	290,000
58016	Membership & Dues	650	535	500	500	500
58017	Subscriptions & Publications	1,194	952	1,700	1,200	1,200
58018	Refunds & Claims	1,513	870	0	0	0
58101	Sales/Use Tax Expense	0	6	0	0	0
59102	City Attorney-Variable Charge	2,650	5,490	8,000	3,600	3,600
59103	Variable Charges-Budget (BMSD)	34,200	33,700	32,700	25,200	25,200
59104	Variable Charges From DAS Adm	16,100	17,600	22,800	22,800	22,800
59105	Purchasing - Variable Charge	56,510	40,901	61,800	61,800	61,800
59106	Variable Charges For HR-Oper	19,486	23,015	32,200	32,200	32,200
59107	Training Unit Charges HR	0	0	6,100	6,100	6,100
59109	Variable Charges For Finance	32,379	37,600	40,800	40,800	40,800
59112	Var Interdept Reimb To Enterpr	18,700	12,310	6,800	12,500	12,500
59114	Internal Audit Var Chgs	18,400	20,000	13,300	7,600	7,600
59201	Fixed Interdept Reimb-Gen Fund	21,400	0	25,000	46,700	46,700
59301	Municipal Service Center Rent	120,200	120,200	120,200	120,200	120,200
59302	Info Systems Service Charge	91,300	77,600	86,800	95,200	95,200
59303	Info Systems Equip Charge	108,225	173,719	98,700	101,400	101,400
59304	Property Self-Insurance Chgs	5,100	7,900	5,000	9,700	9,700
59305	Liability Self-Insurance Chgs	1,600	400	500	400	400
59306	Chgs For Msngr/Mail/Copier Svc	6,411	7,219	7,100	9,000	9,000
59307	Charges For Telephone Service	27,579	21,239	17,800	25,100	25,100
59309	Facilities Management Charges	328,605	289,285	459,600	326,300	326,300
59311	Fleet Depreciation Charge	23,481	107,785	21,600	35,900	35,900
59315	Employee/Visitor Prking Perm	900	0	900	900	900
	<b>Non Personnel Services</b>	<b>8,950,092</b>	<b>8,670,080</b>	<b>11,440,000</b>	<b>11,270,700</b>	<b>11,270,700</b>
	<b>FUND TOTAL</b>	<b>12,403,528</b>	<b>11,994,490</b>	<b>15,222,400</b>	<b>15,242,700</b>	<b>15,242,700</b>

**General Services Department****DIVISION: 530500 Fleet Equip Acq Division****FUND: 50501 Fleet Operating ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>						
51101	Permanent Salaries	0	0	0	58,800	58,800
51102	Fringe	0	0	0	7,600	7,600
52302	Gen Svc Pens Oblig Bnd Dbt Svc	0	0	0	6,100	6,100
	<b>Total Personnel Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,500</b>	<b>72,500</b>
	<b>FUND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,500</b>	<b>72,500</b>

**General Services Department**

**DIVISION: 530500 Fleet Equip Acq Division**

**FUND: 50502 Fleet Replacement ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>						
51101	Permanent Salaries	215,038	201,059	239,900	197,600	197,600
51102	Fringe	28,287	27,360	29,600	25,500	25,500
51103	Employee Leave Payoff	1,030	2,588	3,800	3,100	3,100
51201	Non-Permanent Salaries	875	0	0	0	0
51202	Non-Permanent Fringe	68	0	0	0	0
51301	Overtime	775	2,544	3,100	3,100	3,100
51401	Premium Pay	1,798	1,815	1,100	1,100	1,100
51501	Contract Extra Help	0	15,478	25,700	25,700	25,700
52302	Gen Svc Pens Oblig Bnd Dbt Svc	22,157	5,180	15,500	0	0
52601	Worker's Compensation	13,800	5,800	6,400	0	0
52901	Recurring Vehicle Allowance	1,080	1,020	0	1,500	1,500
	<b>Total Personnel Services</b>	<b>284,908</b>	<b>262,844</b>	<b>325,100</b>	<b>257,600</b>	<b>257,600</b>
<b>NON PERSONNEL SERVICES</b>						
53303	Public Relations & Information	250	0	300	300	300
53402	Specialized Services /Tech	0	0	100	100	100
54304	O/S Repair & Maint.-Vehicles	2,141	6,621	7,100	7,100	7,100
54421	Equipment Rentals--Ex Office	0	0	20,000	19,700	19,700
55801	Training	902	1,544	2,100	2,200	2,200
55803	Travel & Conference	2,017	1,161	1,500	1,500	1,500
56101	Clothing & Personal Supplies	0	0	100	100	100
56106	Postage	5	32	100	100	100
56107	Office Supplies	0	0	300	300	300
56121	Inventory	740	3,225	58,900	58,900	58,900
57414	Lease/Purchase-Equipment	324,299	879,991	1,816,400	2,211,100	2,211,100
57421	New Vehicle Acquisition	985,110	1,143,291	1,516,000	642,000	642,000
57422	Replacement Vehicle Acq	0	264	0	0	0
57423	Replacement Fleet Aquisition	3,625,223	3,520,176	4,409,000	5,202,500	5,202,500
58017	Subscriptions & Publications	58	117	500	500	500
59102	City Attorney-Variable Charge	733	990	1,100	1,100	1,100
59103	Variable Charges-Budget (BMSD)	21,300	21,000	20,400	15,700	15,700
59104	Variable Charges From DAS Adm	1,800	5,400	7,100	57,100	57,100
59105	Purchasing - Variable Charge	48,669	51,538	45,100	45,100	45,100
59106	Variable Charges For HR-Oper	180	2,200	3,000	3,000	3,000
59109	Variable Charges For Finance	0	600	700	700	700
59114	Internal Audit Var Chgs	15,400	10,600	7,000	4,000	4,000
59301	Municipal Service Center Rent	46,800	46,800	46,800	46,800	46,800
59302	Info Systems Service Charge	5,500	2,500	3,400	25,100	25,100
59303	Info Systems Equip Charge	6,000	1,900	1,900	2,000	2,000
59304	Property Self-Insurance Chgs	1,600	900	500	500	500
59305	Liability Self-Insurance Chgs	600	100	100	100	100
59306	Chgs For Msngr/Mail/Copier Svc	352	306	400	500	500
59307	Charges For Telephone Service	0	0	80,000	10,000	10,000
59309	Facilities Management Charges	82,100	93,400	110,400	111,100	111,100

**General Services Department**

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**DIVISION: 530500 Fleet Equip Acq Division****FUND: 50502 Fleet Replacement ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
59311	Fleet Depreciation Charge	2,783	0	0	0	0
	<b>Non Personnel Services</b>	<b>5,174,562</b>	<b>5,794,656</b>	<b>8,160,300</b>	<b>8,469,200</b>	<b>8,469,200</b>
	<b>FUND TOTAL</b>	<b>5,459,470</b>	<b>6,057,500</b>	<b>8,485,400</b>	<b>8,726,800</b>	<b>8,726,800</b>



**General Services Department****DIVISION: 530600 Facilities Management Division****FUND: 51001 Facilities Management ISF**

Account Number Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>					
51101 Permanent Salaries	992,264	967,569	1,091,400	1,208,600	1,208,600
51102 Fringe	134,540	136,113	151,700	166,200	166,200
51103 Employee Leave Payoff	12,326	28,258	24,000	28,100	28,100
51201 Non-Permanent Salaries	140,977	83,565	4,300	56,100	56,100
51202 Non-Permanent Fringe	9,162	4,802	300	3,500	3,500
51301 Overtime	53,607	57,604	27,600	27,600	27,600
51401 Premium Pay	5,891	6,223	4,500	4,500	4,500
51501 Contract Extra Help	5,350	6,325	0	0	0
52302 Gen Svc Pens Oblig Bnd Dbt Svc	94,820	22,166	66,300	46,800	46,800
52601 Worker's Compensation	71,600	68,100	75,400	126,300	126,300
52901 Recurring Vehicle Allowance	2,880	4,074	3,600	3,600	3,600
<b>Total Personnel Services</b>	<b>1,523,417</b>	<b>1,384,799</b>	<b>1,449,100</b>	<b>1,671,300</b>	<b>1,671,300</b>
<b>NON PERSONNEL SERVICES</b>					
53302 Prof Svcs/Consulting - Outside	17,180	17,034	11,600	17,200	17,200
53303 Public Relations & Information	360	0	0	0	0
53304 Prof Svcs (Non-Consulting)-O/S	6,339	0	0	0	0
53401 Hazardous Waste Management	125	0	0	0	0
53402 Specialized Services /Tech	821,238	926,433	909,900	6,800	6,800
54101 Utilities	1,447,088	1,443,768	1,600,000	1,700,000	1,700,000
54241 Landscaping & Grounds Maint	176	1,248	0	0	0
54301 O/S Repair, Maint & Serv- Bldg	164,375	213,057	173,700	1,446,800	1,446,800
54302 O/S Repair & Maint-Other Impr	965	0	0	0	0
54303 Service Contracts-Office Equip	100	135	0	0	0
54305 O/S Repair & Maint.--Equipment	1,500	114	1,000	1,000	1,000
54411 Space Rentals	0	0	0	30,000	30,000
54421 Equipment Rentals--Ex Office	19,422	4,246	20,000	20,000	20,000
54501 Buildings & Improvements	287,209	423,408	520,000	220,000	220,000
55201 Insurance Payments	0	250	0	0	0
55501 Printing & Binding--O/S Vendor	0	0	800	800	800
55801 Training	145	2,661	8,700	0	0
55803 Travel & Conference	50	318	1,500	0	0
55804 Misc. Subsistence Expense	1,685	1,067	0	0	0
56101 Clothing & Personal Supplies	8,457	8,157	6,000	6,000	6,000
56102 Office Equipment--Under 300	246	858	0	0	0
56104 Freight	150	0	0	0	0
56105 Small Tools For Field Oper	1,856	3,882	8,000	8,000	8,000
56106 Postage	103	95	300	300	300
56107 Office Supplies	4,742	5,565	2,700	2,700	2,700
56108 Photographic Supplies & Proc	9	0	200	200	200
56110 Computer Software	0	0	300	300	300
56112 Cleaning & Janitorial Supplies	278	0	0	0	0
56116 Materials & Parts--Equipment	987	3,092	5,900	5,900	5,900
56121 Inventory	77,775	64,083	85,000	80,000	80,000
57411 New Machinery & Equipment	63,011	40,397	0	0	0
57412 Replacement Machinery & Equip	1,437	0	0	0	0
57431 Furniture & Fixtures	2,819	966	0	0	0

**General Services Department****DIVISION: 530600 Facilities Management Division****FUND: 51001 Facilities Management ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
57602	Mat & Sup-Spc Prj (CDBG)	47,071	6,723	0	0	0
58002	Outside Agency Support	0	21,755	0	0	0
58004	Special Projects	0	26	0	0	0
58005	Miscellaneous Expenditures	0	0	100	100	100
58011	Debt Redemption	504,672	0	0	0	0
58016	Membership & Dues	0	0	300	300	300
58017	Subscriptions & Publications	29	150	100	100	100
58018	Refunds & Claims	569	912	0	0	0
59101	Var Interdept Reimb To Gen Fnd	37,641	28,000	0	0	0
59102	City Attorney-Variable Charge	597	2,863	2,000	1,300	1,300
59103	Variable Charges-Budget (BMSD)	18,560	14,000	13,600	10,500	10,500
59104	Variable Charges From DAS Adm	37,700	49,400	71,700	71,700	71,700
59105	Purchasing - Variable Charge	19,614	12,576	25,400	25,400	25,400
59106	Variable Charges For HR-Oper	3,588	10,290	14,300	14,300	14,300
59107	Training Unit Charges HR	0	0	2,800	2,800	2,800
59109	Variable Charges For Finance	1,446	11,800	12,800	12,800	12,800
59112	Var Interdept Reimb To Enterpr	185	566	1,000	0	0
59114	Internal Audit Var Chgs	7,400	6,800	4,500	2,600	2,600
59201	Fixed Interdept Reimb-Gen Fund	6,700	0	200	16,100	16,100
59301	Municipal Service Center Rent	32,900	32,900	32,900	32,900	32,900
59302	Info Systems Service Charge	38,863	22,725	31,900	43,800	43,800
59303	Info Systems Equip Charge	48,335	25,647	33,000	30,200	30,200
59304	Property Self-Insurance Chgs	11,900	13,600	10,800	4,900	4,900
59305	Liability Self-Insurance Chgs	5,500	3,300	37,100	43,400	43,400
59306	Chgs For Msngr/Mail/Copier Svc	6,518	3,736	7,200	3,200	3,200
59307	Charges For Telephone Service	38,239	27,388	23,300	34,900	34,900
59311	Fleet Depreciation Charge	56,232	20,150	18,600	25,800	25,800
59312	Fleet Services Charge	107,504	126,274	60,100	67,200	67,200
59314	City Hall Rent	5,799	5,512	6,100	6,100	6,100
59315	Employee/Visitor Prking Perm	100	0	100	100	100
	<b>Non Personnel Services</b>	<b>3,967,489</b>	<b>3,607,927</b>	<b>3,765,500</b>	<b>3,996,500</b>	<b>3,996,500</b>
<b>CONTINGENCY</b>						
61001	Contingency/Reserve	0	0	75,000	0	0
	<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>0</b>
	<b>FUND TOTAL</b>	<b>5,490,906</b>	<b>4,992,726</b>	<b>5,289,600</b>	<b>5,667,800</b>	<b>5,667,800</b>

**General Services Department**

**DIVISION: 530700 Facilities Special Projects Division**

**FUND: 51001 Facilities Management ISF**

Account Number Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>					
51101 Permanent Salaries	0	224,507	342,700	168,100	168,100
51102 Fringe	0	32,683	50,600	24,900	24,900
51103 Employee Leave Payoff	0	7,058	4,900	2,600	2,600
51201 Non-Permanent Salaries	0	312,139	107,500	108,200	108,200
51202 Non-Permanent Fringe	0	24,680	6,700	6,700	6,700
51301 Overtime	0	17,069	0	0	0
51401 Premium Pay	0	1,559	0	0	0
51501 Contract Extra Help	0	0	0	136,300	136,300
52302 Gen Svc Pens Oblig Bnd Dbt Svc	0	4,388	13,100	10,200	10,200
52601 Worker's Compensation	0	13,000	14,400	2,600	2,600
52901 Recurring Vehicle Allowance	0	900	2,600	2,600	2,600
<b>Total Personnel Services</b>	<b>0</b>	<b>637,983</b>	<b>542,500</b>	<b>462,200</b>	<b>462,200</b>
<b>NON PERSONNEL SERVICES</b>					
53302 Prof Svcs/Consulting - Outside	0	1,461	0	0	0
53304 Prof Svcs (Non-Consulting)-O/S	0	0	25,500	25,500	25,500
53402 Specialized Services /Tech	0	512	0	0	0
54301 O/S Repair, Maint & Serv- Bldg	0	3,340	0	0	0
54501 Buildings & Improvements	0	2,818	0	0	0
55801 Training	0	685	0	0	0
55804 Misc. Subsistence Expense	0	24	0	0	0
56106 Postage	0	58	400	400	400
56107 Office Supplies	0	791	700	600	600
56108 Photographic Supplies & Proc	0	19	0	0	0
56116 Materials & Parts--Equipment	0	27	0	0	0
56121 Inventory	0	106	0	0	0
57411 New Machinery & Equipment	0	25,685	0	0	0
57601 Mat & Sup-Spc Prj (Home Rev)	0	360	0	0	0
57602 Mat & Sup-Spc Prj (CDBG)	0	557,463	783,200	45,300	45,300
58004 Special Projects	0	0	0	0	0
58005 Miscellaneous Expenditures	0	2,820	0	0	0
59102 City Attorney-Variable Charge	0	630	600	600	600
59103 Variable Charges-Budget (BMSD)	0	2,500	2,400	1,800	1,800
59104 Variable Charges From DAS Adm	0	24,500	35,500	35,500	35,500
59105 Purchasing - Variable Charge	0	11,294	20,400	30,400	30,400
59106 Variable Charges For HR-Oper	0	2,945	4,000	4,000	4,000
59109 Variable Charges For Finance	0	2,200	2,400	2,400	2,400
59114 Internal Audit Var Chgs	0	1,400	900	500	500
59201 Fixed Interdept Reimb-Gen Fund	0	500	1,500	5,500	5,500
59301 Municipal Service Center Rent	0	6,500	6,500	6,500	6,500
59302 Info Systems Service Charge	0	19,875	7,800	8,600	8,600
59303 Info Systems Equip Charge	0	24,965	7,200	7,600	7,600
59304 Property Self-Insurance Chgs	0	100	100	100	100
59305 Liability Self-Insurance Chgs	0	100	100	200	200
59306 Chgs For Msngr/Mail/Copier Svc	0	2,140	500	1,000	1,000
59307 Charges For Telephone Service	0	8,964	700	2,900	2,900
59311 Fleet Depreciation Charge	0	10,286	8,700	8,700	8,700

**General Services Department**

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**DIVISION: 530700 Facilities Special Projects Division****FUND: 51001 Facilities Management ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
59312	Fleet Services Charge	0	12,130	11,600	12,800	12,800
	Non Personnel Services	0	727,198	920,700	200,900	200,900
	<b>FUND TOTAL</b>	0	1,365,181	1,463,200	663,100	663,100

**General Services Department****DIVISION: 530800 Municipal Svc Center Division****FUND: 53001 Muni Service Center ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
53302	Prof Svcs/Consulting - Outside	2,565	2,491	6,000	6,000	6,000
53402	Specialized Services /Tech	53,189	56,095	54,000	54,000	54,000
54241	Landscaping & Grounds Maint	0	1,500	166,100	166,100	166,100
54301	O/S Repair, Maint & Serv- Bldg	0	1,390	12,000	12,000	12,000
54302	O/S Repair & Maint-Other Impr	2,200	0	0	0	0
54501	Buildings & Improvements	0	30,942	0	250,000	250,000
56102	Office Equipment--Under 300	73	0	100	100	100
57411	New Machinery & Equipment	8,971	0	9,000	0	0
57602	Mat & Sup-Spc Prj (CDBG)	12,034	0	12,100	0	0
58011	Debt Redemption	581,379	588,144	525,500	0	0
59101	Var Interdept Reimb To Gen Fnd	95,450	30,000	0	0	0
59103	Variable Charges-Budget (BMSD)	3,500	3,400	3,400	2,600	2,600
59104	Variable Charges From DAS Adm	8,900	11,500	18,700	18,700	18,700
59105	Purchasing - Variable Charge	4,923	1,684	2,100	2,100	2,100
59109	Variable Charges For Finance	1,927	0	0	0	0
59112	Var Interdept Reimb To Enterpr	20,450	22,320	0	0	0
59114	Internal Audit Var Chgs	1,200	1,100	700	400	400
59301	Municipal Service Center Rent	0	0	0	0	0
59304	Property Self-Insurance Chgs	600	100	100	100	100
59305	Liability Self-Insurance Chgs	100	100	100	100	100
59307	Charges For Telephone Service	520	600	400	1,700	1,700
59309	Facilities Management Charges	81,612	89,068	35,800	36,000	36,000
	<b>Non Personnel Services</b>	<b>879,593</b>	<b>840,434</b>	<b>846,100</b>	<b>549,900</b>	<b>549,900</b>
<b>CONTINGENCY</b>						
61001	Contingency/Reserve	0	0	723,800	0	0
	<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>723,800</b>	<b>0</b>	<b>0</b>
	<b>FUND TOTAL</b>	<b>879,593</b>	<b>840,434</b>	<b>1,569,900</b>	<b>549,900</b>	<b>549,900</b>

# General Services Department

**DIVISION: 530900 Communications Services Division**

**FUND: 54002 Info Processing ISF**

Account Number Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>					
51101 Permanent Salaries	542,662	562,607	560,300	0	0
51102 Fringe	75,088	77,194	75,900	0	0
51103 Employee Leave Payoff	0	2,921	2,900	0	0
51201 Non-Permanent Salaries	25,785	6,298	17,700	0	0
51202 Non-Permanent Fringe	1,973	482	1,100	0	0
51301 Overtime	46,565	49,894	51,000	0	0
51401 Premium Pay	6,732	6,439	6,000	0	0
52302 Gen Svc Pens Oblig Bnd Dbt Svc	51,861	12,123	36,200	0	0
52601 Worker's Compensation	5,000	900	2,500	0	0
52901 Recurring Vehicle Allowance	0	126	0	0	0
<b>Total Personnel Services</b>	<b>755,666</b>	<b>718,984</b>	<b>753,600</b>	<b>0</b>	<b>0</b>
<b>NON PERSONNEL SERVICES</b>					
53302 Prof Svcs/Consulting - Outside	250	0	0	0	0
53304 Prof Svcs (Non-Consulting)-O/S	0	0	18,000	0	0
53402 Specialized Services /Tech	64	390	50,000	0	0
54101 Utilities	9,661	15,060	9,400	0	0
54301 O/S Repair, Maint & Serv- Bldg	1,250	345	800	0	0
54303 Service Contracts-Office Equip	0	0	100	0	0
54305 O/S Repair & Maint.--Equipment	11,416	6,946	114,400	0	0
54411 Space Rentals	11,344	16,055	36,000	0	0
55301 Communications	1,768,631	1,796,935	1,200,000	0	0
55501 Printing & Binding--O/S Vendor	0	83	0	0	0
55801 Training	12,790	7,293	9,400	0	0
55803 Travel & Conference	11,393	4,926	6,400	0	0
55804 Misc. Subsistence Expense	0	51	0	0	0
56101 Clothing & Personal Supplies	562	550	500	0	0
56104 Freight	490	421	3,900	0	0
56105 Small Tools For Field Oper	2,066	4,390	2,400	0	0
56106 Postage	426	554	400	0	0
56107 Office Supplies	2,080	2,801	3,900	0	0
56109 Office Equipment Rentals	760	905	0	0	0
56110 Computer Software	0	0	700	0	0
56112 Cleaning & Janitorial Supplies	0	0	100	0	0
56116 Materials & Parts--Equipment	86	0	100	0	0
56121 Inventory	145,343	107,361	141,500	0	0
56260 Gasoline	0	34	0	0	0
57411 New Machinery & Equipment	23,518	0	448,000	0	0
57601 Mat & Sup-Spc Prj (Home Rev)	3,354	0	0	0	0
57602 Mat & Sup-Spc Prj (CDBG)	643,788	525,958	222,400	0	0
57604 Mat & Sup - Spc Proj (RRP Rev)	7,239	0	0	0	0
58005 Miscellaneous Expenditures	26	25	0	0	0
58016 Membership & Dues	595	955	700	0	0
58017 Subscriptions & Publications	90	15	0	0	0
59102 City Attorney-Variable Charge	9,825	9,073	8,400	0	0
59103 Variable Charges-Budget (BMSD)	2,300	2,300	2,200	0	0
59104 Variable Charges From DAS Adm	0	0	9,900	0	0

**General Services Department****DIVISION: 530900 Communications Services Division****FUND: 54002 Info Processing ISF**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
59105	Purchasing - Variable Charge	25,903	11,934	20,700	0	0
59106	Variable Charges For HR-Oper	2,595	4,100	5,800	0	0
59109	Variable Charges For Finance	10,793	6,700	7,300	0	0
59114	Internal Audit Var Chgs	2,100	2,400	1,600	0	0
59201	Fixed Interdept Reimb-Gen Fund	2,900	4,800	1,900	0	0
59301	Municipal Service Center Rent	10,000	10,000	10,000	0	0
59302	Info Systems Service Charge	0	0	21,500	0	0
59303	Info Systems Equip Charge	0	0	21,800	0	0
59304	Property Self-Insurance Chgs	1,700	200	200	0	0
59305	Liability Self-Insurance Chgs	100	100	200	0	0
59306	Chgs For Msngr/Mail/Copier Svc	3,859	4,140	6,900	0	0
59309	Facilities Management Charges	34,310	26,200	34,900	0	0
59311	Fleet Depreciation Charge	2,616	20,240	47,000	0	0
59312	Fleet Services Charge	10,187	12,599	10,900	0	0
59315	Employee/Visitor Prking Perm	100	0	100	0	0
	<b>Non Personnel Services</b>	<b>2,776,510</b>	<b>2,606,839</b>	<b>2,480,400</b>	<b>0</b>	<b>0</b>
	<b>FUND TOTAL</b>	<b>3,532,176</b>	<b>3,325,823</b>	<b>3,234,000</b>	<b>0</b>	<b>0</b>



**General Services Department**
**DIVISION: 530900 Communications Services Division**
**FUND: 54501 Elect & Communication Oper**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>PERSONNEL SERVICES</b>						
51101	Permanent Salaries	0	0	0	604,300	604,300
51102	Fringe	0	0	0	80,400	80,400
51103	Employee Leave Payoff	0	0	0	3,100	3,100
51301	Overtime	0	0	0	43,000	43,000
51401	Premium Pay	0	0	0	7,000	7,000
52302	Gen Svc Pens Oblig Bnd Dbt Svc	0	0	0	24,500	24,500
52601	Worker's Compensation	0	0	0	700	700
	<b>Total Personnel Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>763,000</b>	<b>763,000</b>
<b>NON PERSONNEL SERVICES</b>						
53304	Prof Svcs (Non-Consulting)-O/S	0	0	0	0	0
53402	Specialized Services /Tech	0	0	0	2,000	2,000
54101	Utilities	0	0	0	22,000	22,000
54301	O/S Repair, Maint & Serv- Bldg	0	0	0	800	800
54303	Service Contracts-Office Equip	0	0	0	100	100
54305	O/S Repair & Maint.-Equipment	0	0	0	114,400	114,400
54411	Space Rentals	0	0	0	36,000	36,000
55301	Communications	0	0	0	1,352,500	1,352,500
55801	Training	0	0	0	5,400	5,400
55803	Travel & Conference	0	0	0	2,000	2,000
56101	Clothing & Personal Supplies	0	0	0	1,500	1,500
56104	Freight	0	0	0	1,000	1,000
56105	Small Tools For Field Oper	0	0	0	5,300	5,300
56106	Postage	0	0	0	400	400
56107	Office Supplies	0	0	0	3,900	3,900
56110	Computer Software	0	0	0	700	700
56112	Cleaning & Janitorial Supplies	0	0	0	100	100
56116	Materials & Parts--Equipment	0	0	0	100	100
56121	Inventory	0	0	0	141,500	141,500
57414	Lease/Purchase-Equipment	0	0	0	455,200	455,200
57602	Mat & Sup-Spc Prj (CDBG)	0	0	0	273,700	290,400
58016	Membership & Dues	0	0	0	700	700
59102	City Attorney-Variable Charge	0	0	0	5,600	5,600
59103	Variable Charges-Budget (BMSD)	0	0	0	1,700	1,700
59104	Variable Charges From DAS Adm	0	0	0	9,900	9,900
59105	Purchasing - Variable Charge	0	0	0	15,700	15,700
59106	Variable Charges For HR-Oper	0	0	0	5,800	5,800
59109	Variable Charges For Finance	0	0	0	7,300	7,300
59114	Internal Audit Var Chgs	0	0	0	900	900
59201	Fixed Interdept Reimb-Gen Fund	0	0	0	4,700	4,700
59301	Municipal Service Center Rent	0	0	0	10,000	10,000
59302	Info Systems Service Charge	0	0	0	23,600	23,600
59303	Info Systems Equip Charge	0	0	0	20,000	20,000
59306	Chgs For Msngr/Mail/Copier Svc	0	0	0	6,100	6,100
59309	Facilities Management Charges	0	0	0	35,200	35,200
59311	Fleet Depreciation Charge	0	0	0	24,600	24,600
59312	Fleet Services Charge	0	0	0	10,600	10,600

**General Services Department****DIVISION: 530900 Communications Services Division****FUND: 54501 Elect & Communication Oper**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
59315	Employee/Visitor Prking Perm	0	0	0	100	100
	<b>Non Personnel Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,601,100</b>	<b>2,617,800</b>
	<b>FUND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,364,100</b>	<b>3,380,800</b>

**General Services Department**

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**DIVISION: 531000 City Hall Refin Debt Svc Division****FUND: 70201 City Hall Refinancing Debt Svc**

Account Number	Description	FY 01 Actuals	FY 02 Actuals	FY 03 Adopted	FY 04 Proposed	FY 04 Adopted
<b>NON PERSONNEL SERVICES</b>						
53302	Prof Svcs/Consulting - Outside	0	6,092	10,000	8,000	8,000
58011	Debt Redemption	0	3,132,080	3,361,000	3,361,000	3,361,000
	<b>Non Personnel Services</b>	<b>0</b>	<b>3,138,172</b>	<b>3,371,000</b>	<b>3,369,000</b>	<b>3,369,000</b>
	<b>FUND TOTAL</b>	<b>0</b>	<b>3,138,172</b>	<b>3,371,000</b>	<b>3,369,000</b>	<b>3,369,000</b>